

Arundel House of Hope
Job Description- Resident Manager Fouse Center

Job Title:	Resident Program Manager	Prepared By:	Executive Director
Department:	Fouse Center	Prepared Date:	February 22, 2016
Reports To:	Mario Berninzoni and Brianne Adams	Approved By:	Mario Berninzoni
FLSA Status:	Non - Exempt	Approved Date:	2016
Salary Range:	10 hour/20 hours plus (Room and Board)	Status:	Part time

SUMMARY Under regular supervision, the Resident Manager provides security and a social setting for the residents. They will participate in activities and provide support to augment the other program activities. They are accountable for monitoring the facility and resident needs. They assure that the facility is maintained in a neat and sanitary condition. Responsible for all resident and facility off-hour emergencies. Communicates regularly with Case Management and Management teams regarding all issues

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Experience with Recovery/12-Step
- Must have keen awareness of Confidentiality; boundaries between support staff and sensitivity to client needs.
- Be first contact for crisis to assess scenario and contact executive management. This includes facility emergency, resident emergency.
- Handle on site random urine screen protocols.
- Must have excellent communication skills, both verbal and written.
- Follow the agencies vision, mission and values.
- Advises residents on facility upkeep and house rules. Mediates minor house issues and conflicts and reports any violations to Case manager:
- Assists Case manager in case plan development and implementation
- Provides residents with information on location and nature of available community services such as area self-help groups.
- Keeps records and prepares reports for supervisor and the case management team including but not limited to; sign it sheets, visitor's logs, chore lists, write ups and emergency reports.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Two years' education or experience working with housing, homeless, substance abuse, or mental health issues. Minimum of 3 years of recovery. Valid Driver License and personal vehicle. Candidate may have other full time day job. Typical hours: Monday and Friday 6pm-10:00pm – and selected hours on the weekend with overnight motoring. This position includes an efficacy apartment.

CERTIFICATES, LICENSES, REGISTRATIONS - The candidate must have CPR and First Aid within the first 6 months of hire.

PHYSICAL DEMANDS- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.